# The Role of the Education & Training Specialist

Alex Getts, Education & Training Specialist



### Introduction



UTAH COUNTIES INDEMNITY POOL

### **Education Coordination**

- Coordinate educational opportunities for UCIP members and members of UAC at regional and statewide seminars, workshops and conferences.
- Coordinates with UAC staff and other entities and state agencies to identify joint educational opportunities.
- Designs, prepares, and orders educational aids and materials.

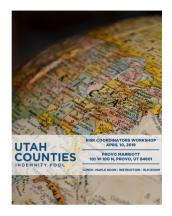






### **Conference Meeting & Planning**

- Coordinate the preparation of conferences, seminars, workshops, Board meetings, committees, and other UCIP and UAC member groups.
- Participates in agenda development includes creating and distributing written agendas and announcements, securing guest speakers, coordinating the preparation of training materials, assisting with registration processes and logistical needs





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- Develops, solicits, and analyzes attendee evaluations.



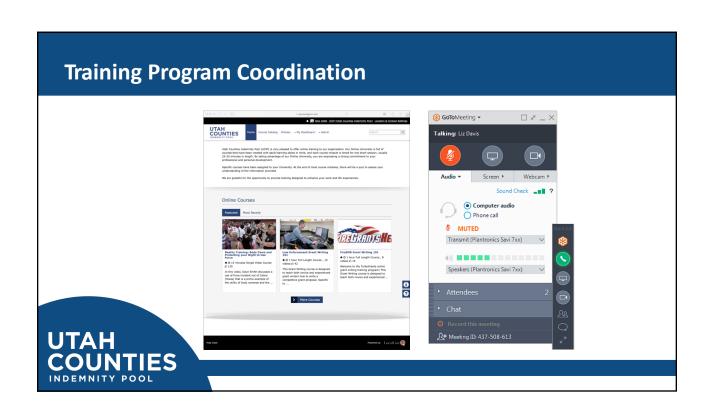


**UTAH** 

### **Training Program Coordination**

- Assist UCIP members in the development and maintenance of effective training programs for their officials and employees, including documentation of training conducted.
- Identify, analyze and report on the training needs of members and optional methods of training delivery.
- Assist trainers in development of training presentations.
- Coordinate and monitor the effectiveness of UCIP's current online training program and other training programs.





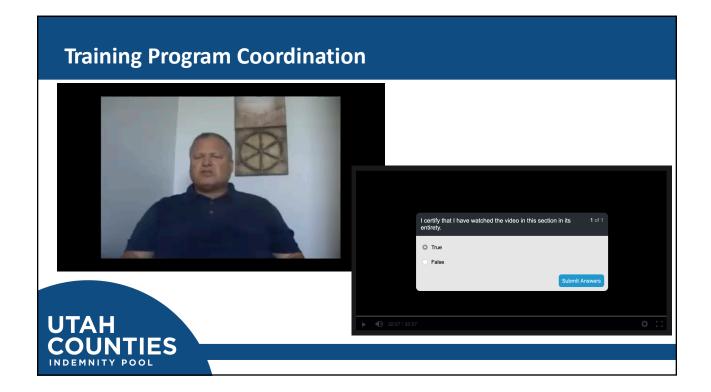
# **Training Program Coordination**

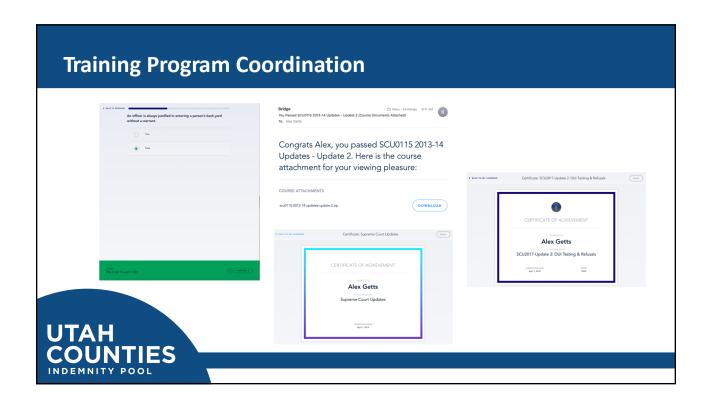
The Legal and Liability Risk Management Institute's **Bridge** platform is an excellent resource for county law enforcement officials and officers.

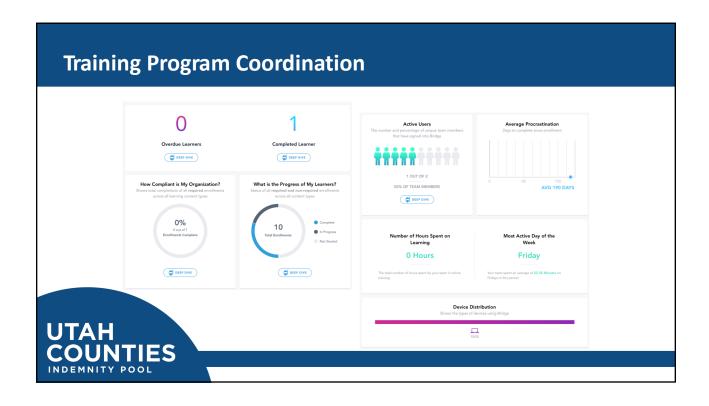
- Easy Sign-up
- Mobile Ready
- Learning Library
- Customization Options
- Administrative Capabilities
  - Emailed Training Reminders & Overdue Notifications
    - Supervisory Dashboard
      - Unlimited, 24/7 User Support











### **Communications**

Coordinate communications related to events, education and training.





## **Information Technology**

 Utilize the UCIP website, social media, and other online methods to solicit information on education needs, promote events, and promote UCIP training services.















